



KGHS Project Form

After completing and submitting an Inventory/Investigation, teachers and their students should complete this form to propose and then report on improvement projects implemented at their school. For Proposals, complete Sections 1 and 2. For Final Reports, use the original proposal form to complete Sections 3 and 4. Helpful examples are available in Section 5 at the end of this form.

Submission Instructions

- 1) Submit Proposal.** Complete Sections 1 and 2; then save this document. Submit a copy of this document to KGHS@ky.gov. Keep a saved copy for your records.
- 2) Receive project approval.** The KGHS Coordinator will respond to you with either project approval, or requests for clarification within five business days.
- 3) Complete your Improvement Project.** Remember to document your work with photos, video, and web links!
- 4) Submit Report and Documentation.** Using a saved copy of your proposal form, complete Sections 3 and 4. Save a copy of the completed form for your records. Send a copy to KGHS@ky.gov. Be sure to also send in any documentation at this time.
- 5) Receive acknowledgment and School Status Update.** Upon submission of your Project Report, the KGHS Coordinator will send confirmation of receipt and an updated School Status Report.

Section 1: Overview

A. School Information

School Name: _____

County: _____ School District: _____

Teacher Leader 1 (First and Last name): _____

Teacher Leader 1 Email: _____

Optional Teacher Leader 2 (First and Last name): _____

Teacher Leader 2 Email: _____

B. Category Information

Project Category: _____

Date completed Inventory/Investigation was submitted to KEEC:

____ / ____ / ____





Project Form

Section 2: Proposal of Improvement Project

1) Project Goal(s). List the main goal(s) of the Improvement Project.

2) Project Steps and Measureable Outcomes. List the steps for this project. Include a description of how your team proposes to achieve each step. Also, consider how the impact of this project will be evaluated by providing specific examples that demonstrate measurable outcomes, such as student learning, parent or teacher participation, or community outreach. Plan to provide measurements of things like tons of waste recycled, gallons of water saved, number of vending misers installed, dollars in energy costs saved, size of garden, pounds of food produced or eaten, etc. See Section 5 for examples.

3) Timeline. Provide a tentative timeline for the steps of this project.

4) School and Community Outreach. Describe how the project will be shared with everyone in the school and promoted in the community. Provide specific measurable outcomes, such as the number of students in your school that will benefit from the project, or the number of parents or businesses who received information.

5) Documentation. Start thinking now about taking photographs or video, making postings to websites and social media, and about contacting your local news station and newspapers to promote your activities. Students might make posters or school announcements, take pictures of students-in-action during project implementation, publish an article in the school paper, etc.





Project Form

Section 3: Final Report

1) Project Goal(s). List the main goal(s) of the improvement project. **Note if there were any changes to the goals.**

2) Project Steps and Measureable Outcomes. List the steps for this project. Include a description of how your team achieved each step. Also describe the impact of this project by providing specific examples that demonstrate measurable outcomes, such as student learning, parent or teacher participation, or community outreach. Provide measurements like tons of waste recycled, gallons of water saved, number of vending misers installed, dollars in energy costs saved, size of garden, pounds of food produced or eaten, etc. See Section 5 for examples.

3) Project Participants. List the students, classes, or clubs that participated in this project. Also provide credit to others that took an active role, such as teachers, other school employees, and parents.





Project Form

4) School and Community Outreach. Describe how the project was shared with everyone in the school and promoted in the community. Provide specifics, such as the number of students in your school that benefited from the project, or the number of parents or businesses who received information.

5) Documentation. List your documentation below, then submit it with your Final Report. Submit copies of photographs or video, postings to websites and social media, and copies of news articles to promote your activities. If students made posters or school announcements, submit pictures of students-in-action during project implementation. If providing links to webpages, include the links in the space below.

Section 4: Additional Information or Comments

Information and comments. Use the space below to provide any additional information about the project that you would like us to know, or comments about the Investigation, Proposal and/or Report.





Project Form

Section 5: Examples of Goals, Steps, and Measureable Outcomes

Goals are the result or achievement toward which effort is directed. To reach a goal, we must take a series of steps towards that goal. The *steps* are tasks that are performed to bring us closer to achieving our goals. These steps can have measureable outcomes. A *measureable outcome* is a way to measure the end result of the work put towards our goal, whether or not we were successful. See the following examples of goals, steps, and measureable outcomes. Refer back to this section when crafting your own goals and steps.

- **Goal 1:** *Increase time spent outdoors by students.*
 - **Proposed Steps for Goal 1:**
 - 1) *Students will request classes be taken outside.*
 - 2) *A notebook will be kept in the outdoor classroom area.*
 - 3) *Every time a student group uses the classroom, the teacher will record in the notebook their name, the date, length of time they were outside, and number of students in their group.*
 - **Actual Steps & Measureable Outcomes for Goal 1:**
 - 1) *Students promoted the use of the outdoor classroom by making posters and petitioning teachers to take their classes outside.*
Measureable Outcome: *Students made 20 posters and hung them up in the school hallways.*
 - 2) *A notebook was kept by the outdoor classroom as planned.*
 - 3) *Teachers used the notebook as planned.*
Measureable Outcome: *According to the log, between Sept and March, the outdoor classroom was used 23 times: four teachers used the outdoor classroom twice per month, three teachers used the classroom once per month, and six teachers used the classroom three times each through the year.*
- **Goal 2:** *Hold a Project WET professional learning workshop for teachers to help them learn activities they can use to teach about water conservation.*
 - **Proposed Steps for Goal 2:**
 - 1) *Have a Project WET Workshop at the school for teachers.*
 - 2) *Survey teachers to see if they are using the activities from the Project WET book.*
 - **Actual Steps & Measureable Outcomes for Goal 2:**
 - 1) *The principal paid to have a Project WET facilitator train teachers at the school.*
Measureable Outcome: *Ten teachers attended the workshop.*
 - 2) *A survey was conducted to see if teachers were using their books.*
Measureable Outcome: *Six of the teachers were using learning experiences from the book: four teachers had used one learning experience; two teachers used three or more learning experiences. Of the six that are using the curriculum books, all of them said they would use the learning experiences again.*



Project Form

- **Goal 3:** Raise money from local businesses so the school can replace inefficient light bulbs with new LED lighting.

- **Proposed Steps for Goal 3:**

- 1) Create a flyer seeking donations from local businesses to help the school get new lighting.
- 2) The Green Team will distribute flyer and talk to local business owners.
- 3) Green Team members will follow-up with businesses to ask for a donation.
- 4) Donations will be collected.
- 5) New lighting will be purchased.
- 6) The Green Team will work with maintenance staff to install new lighting.

- **Actual Steps & Measureable Outcomes for Goal 3:**

- 1) The Green Team worked in groups to create three flyers seeking donations from local businesses. They came back together and voted on a winning flyer to use for outreach.

- 2) The Green Team split up into pairs and selected three businesses to visit over the weekend.

Measureable Outcome: There were 15 teams. Ten teams visited two businesses, three teams visited three businesses, and two teams did not visit any businesses.

- 3) Team members followed-up with businesses to ask for a donation.

Measureable Outcome: Team members called and revisited 25 area businesses.

- 4) Donations were collected.

Measureable Outcome: Team members called and revisited area businesses. In total, we collected \$5,245 towards our goal of replacing lights.

- 5) The Green Team worked with Ky NEED staff, the district Energy Manager, and school maintenance staff to determine which lighting to purchase. New LED bulbs and fixtures were selected.

Measureable Outcome: New lighting was purchased for six classrooms.

- 6) The Green Team watched as maintenance staff installed new lighting fixtures and helped install new bulbs.

Measureable Outcome: Because of the dangers of electricity, we could not take an active role in installing the new fixtures. However, we were able to install the new bulbs. We helped update six classrooms with new lighting, including 36 new fixtures and LED bulbs.

The above are just some examples of goals, steps, and measureable outcomes. If you and your students need additional help crafting these statements, please visit greenschools.ky.gov or contact the KGHS coordinator for assistance at KGHS@ky.gov.

